

# HOW TO... Use Windows Briefcase

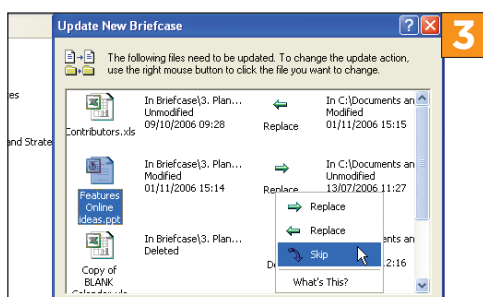
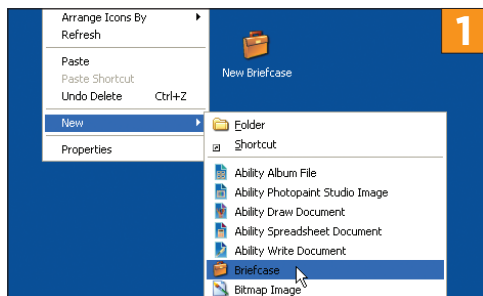
Don't fall behind on an important project by using the wrong version of your work. Snap up the Windows Briefcase and keep your files safe, as Simon Williams explains

**T**he deadline looms – a project is due, or a club newsletter needs to go to the printers. You're working on electronic files at home, at work, or on a notebook. Things can go drastically wrong, as files are left behind or the wrong version is taken from one PC to another. This is where Windows Briefcase helps.

The Briefcase feature checks specified folders and files between a computer and a Briefcase file. There are two ways to use it. You may have two computers that are often in proximity, such as a desktop PC and a notebook. Here the two computers need to be connected either through a network or directly via a cabled or ad hoc wireless connection. Alternatively, you can use Briefcase to carry files from one PC to another – for instance, your home and work computers – using a USB flash drive, floppy disk or other removable media.

Whichever way you want to use Briefcase, the process is the same, as we show you here. Briefcase has been a component of Windows in many versions now; we'll show you how it works in Windows XP.

**1** Right-click on the desktop on your notebook and select New, Briefcase. The new empty Briefcase appears on the desktop. If you want to keep the Briefcase in any other location, create it there. If you're going to carry folders between two computers on a USB flash drive or similar, create the new Briefcase on the first computer and when you've copied files into it, move it to the flash drive.

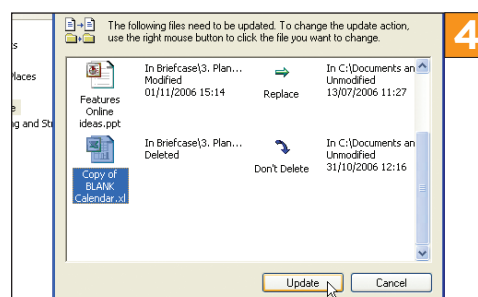
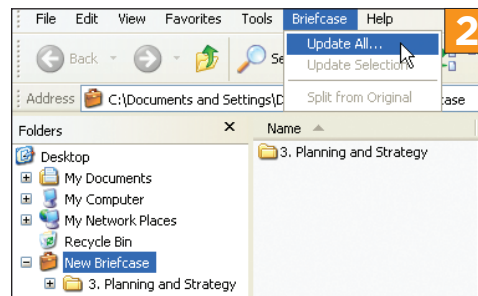


Depending on how your notebook and desktop PC are linked, access the folders or files on the desktop PC and drag them to the Briefcase icon on your notebook. Any subfolders will also be copied. If you right-click and drag a folder, you'll see the additional 'Make a sync copy of type' option. This lets you specify file types that you want copied; for example, a folder might contain Word documents and image files, but you'll want just the Word documents copied.

**2** Work on files in the Briefcase as you would normally. Later, connect the desktop PC and notebook again, or insert the USB flash drive. Open Briefcase and select Update All from the Briefcase menu. Alternatively, select specific folders or files within the Briefcase then choose Briefcase, Update Selection.

**3** Files in both locations are compared and a list showing the differences between both is displayed. The icons down the middle show the actions the software intends to take when the comparison is complete. Right-click on any file to change the intended action or to take no action at all.

**4** If you delete a file from the Briefcase, it will also delete the file on the PC with which you're synchronising. When you've finished checking the intended actions and making any alterations, click on Update to complete the update.



## HOW TO... Spot search trends

Is there anything Google can't do these days? Now it's possible to see what people the world over are searching for. Go to [www.google.com/trends](http://www.google.com/trends). The software isn't complete; as yet, it looks at only a portion of the searches undertaken on its main Google search engine. Like TV ratings, these are extrapolated to indicate trends and popularity the world over. Enter up to five terms, separating each with a comma, to see how many Google searches have been done on them. You could enter your name and the names of some friends to see who's most popular on Google. For example, pit Jade and Jodie against each other by entering Jade Goody, Jodie Marsh. Apparently Jodie wins hands down, except for a brief moment in April 2006 when Jade criticised Britney Spears.



## HOW TO... Upgrade IE

If you're using Internet Explorer 6 (IE6) and want to upgrade to IE7, go to [www.microsoft.com/windows/ie](http://www.microsoft.com/windows/ie) and click Download. When it has downloaded, locate the file and double-click on it. Follow the onscreen instructions. If you rely on links or menus and want them back, click on the Tools button. Select Menu, or for Links go to Toolbars. New windows open in the same browser window but on a new tab. To close a site you have open, click on the X in its tab. To open the Favorites or History pane, click on the star icon. To look at sites visited recently, click the History button in the Favorites pane. Open a new tab to visit a new site by clicking the blank tab to the right of any tabs for websites you have open.

